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Approved For Release 2004/12/01 : CIA-RDP80M00165A002900010057-1

11 February 1970

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Personnel Ceilings for FY 1970 and FY 1971

1. Each Deputy Director and head of Independent Office has been assigned personnel ceilings which must be reached by 30 June 1970 and 30 June 1971.
2. The imminence of 30 June 1970 makes it necessary in most instances to reach this ceiling through attrition and controlled entry on duty of new employees. New staffing complements, proper mix of skills and grades, etc., must of necessity be considered as of secondary importance. The reverse must, however, be true in planning for and reaching the 30 June 1971 ceiling. We must of course be prepared to accept imbalances as we make our interim adjustments. Our plans must, however, provide for a balanced staffing complement with the proper occupational skills mix and which maintains insofar as possible our average grade structure, all to be fully implemented by 1 July 1971.
3. For a variety of reasons it is essential that these plans be completed not later than 30 June 1970 or as soon thereafter as is practicable. Among those are:

- a. Personnel who would normally remain on duty beyond 30 June 1971 but who cannot be accommodated within the new staffing pattern are entitled to the earliest possible notification, and we must be prepared to assist such personnel in

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every reasonable way to make their personal plans and adjustments.

b. Recruitment plans must be made to fill vacancies when critical skills are required and for younger and junior personnel essential to the long-range health and vitality of the Agency.

4. The accomplishment of this objective will require an intensive and most thoughtful effort on the part of the Deputy Directors, Independent Office heads, and supervisors in general. A number of actions are required in a relatively short period of time. Most can and should proceed simultaneously. In order that this exercise can proceed on an orderly basis for the Agency as a whole, the following is directed:

a. By 1 March 1970 Deputy Directors and Independent Office heads will submit a report to the Executive Director-Comptroller, advising of any problems they foresee in conforming to the new ceilings by 30 June 1971. If you do foresee problems, you should be as specific as possible as to what they are and where they are and what you are doing or propose to do about them. It is not expected that you can be too specific about grades and names at this juncture, but I think you can be fairly specific as to numbers.

b. Work should start now on staffing patterns to coincide with 1 July 1971 personnel ceilings and to be effective on that date. It is recognized that unforeseen requirements may change these staffing patterns between now and then. For the purpose of this exercise, however, they must reflect your very best thinking and planning and be considered firm. Inasmuch as you have already studied this problem with some care and decisions have been made as to how your staffing pattern is to be reflected in the FY 1971 Congressional budget submission, this should not be too difficult. Not later than 1 April 1970 all components should submit their proposed new staffing pattern to the Director of Personnel, with a copy to the Director of Planning, Programming and Budgeting. (Requests for exception to average grade controls will be justified

on a case-by-case basis through the Director of Personnel to the Executive Director-Comptroller.) This will require close coordination between components and Career Services. Component positions filled by another Career Service and which are proposed for elimination must be identified to the Career Service furnishing the personnel. Disagreements should be promptly reported to the Executive Director-Comptroller. On 1 April 1970 all components should report to the Executive Director-Comptroller that this has been done. This report should also include any refinements that may have been made from the earlier report of 1 March 1970.

c. With the completion of the action directed in paragraphs a and b above, all components and Career Services should examine in detail their personnel staffing plans with a view to at least tentatively identifying those individuals whom they may be unable to accommodate within their own Career Services after 30 June 1971. This should be completed not later than 1 May 1970 and a report to this effect made to the Executive Director-Comptroller on that date.

d. Heads of components and Career Services should ensure that the most careful and thoughtful attention is given to the individuals who have been tentatively identified as surplus to the needs of that component or Career Service. This should be accomplished by individual consultations, and every effort should be made to reach a solution mutually acceptable to the individual and the Agency. Among the possibilities are:

(1) Reassignment at the same or lower grade, with or without training, to another Career Service or component within the Directorate;

(2) Resignation;

(3) Voluntary retirement if eligible under either the Civil Service Retirement System or the CLARDS;

(4) Optional discontinued service annuity for those under the Civil Service Retirement System and who are qualified by age and years of service;

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(5) Handling individual cases in essentially the same way for personnel under the CIARDS who have 25 years of service but who are not yet 50 years old.

c. On 1 June 1970 each Deputy Director and head of Independent Office will make a summary report to the Director of Personnel of the status and plans for each individual who has been identified as surplus. If there are individuals for whom no mutually satisfactory solution has been found, a detailed report of what has been done to try to reach a solution will be made, giving reasons why the effort has not been successful and a specific recommendation as to what further action should be taken.

f. The Director of Personnel will make every effort to find a position for each individual at his current or lower grade elsewhere in the Agency. If no satisfactory assignment can be found for any individual, the Director of Personnel must then consider the following alternatives:

(1) Involuntary retirement under the Director's authority;

(2) Separation with compensation in accordance with

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g. On 1 July 1970 the Director of Personnel will submit a status report to the Director with specific recommendations as to further action.

5. It is to be hoped that a mutually satisfactory solution can be found for every employee who may be affected by this exercise. No effort should be spared to ensure this. It should be clearly understood, however, that the Agency has no choice in this matter. The objectives must be accomplished. If in the final analysis the Director's authority to terminate personnel must be used, it will be.

cc: Director of Personnel
L. K. White
Executive Director-Comptroller

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LKW:blp

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